



An Equal Opportunity Employer

Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030

(562) 929-5721 ♦ Job Hotline (562) 929-5771

E-mail: humanresources@norwalkca.gov

MANAGEMENT ANALYST II

Open & Promotional ■ General Unit/Full-time

\$5,197 - \$6,317 Per Month

DEFINITION Under general supervision, performs highly complex professional administrative and analytical work in support of department managerial functions. This position is on the 9/80 compressed work schedule. The current vacancy is in the Social Services Department - Social Services Center. An eligibility list will be established to fill future vacancies.

NOTE Employees hired after January 1, 2013, who are new to Cal-PERS, or are returning members with a break in service greater than six months, will be enrolled in the 2%@62 retirement plan and will be required to pay up to 50% of the normal PERS cost.

LAST DATE TO APPLY **FRIDAY, March 22, 2013, 5:00 PM**, Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Blvd, Norwalk, CA 90650. Employment application must be completed. Resumes will not be accepted in lieu of a completed City application. **Faxed materials or postmarks will not be accepted.** City Hall is closed on alternate Fridays due to the 9/80 compressed work schedule.

EXAMPLES OF DUTIES Duties may include, but are not limited to the following:

Conducts or directs assigned projects or program activities in one or more of the department's service areas; provides administrative assistance in the performance of research and statistical analysis regarding issues, proposed legislation, programs, or operations; prepares and presents reports of findings and recommendations as to appropriate action; as assigned, administers contract or grant funded program activity, directing and monitoring work performed; prepares or drafts related proposals, reports, and records; monitors budget expenditures; compiles information and prepares manuals, documents, agenda items, resolutions, or publications relating to administrative, fiscal, or operational issues; as designated representative, leads or participates in committee activity; coordinates or conducts activities with other City departments, agencies and organizations and the community, contributing views and interests of the department in execution of assigned duties; provides assistance to department management, other City personnel, and the public regarding administrative, fiscal, or operational issues, policies, or procedures; participates in the development of departmental goals and objectives; participates in the development of the assigned departmental budgets and in budget administration; represents the City with outside agencies and attends meetings with various professional and community groups; provides liaison to the public in the execution of responsibilities; participates in the City's Angel Tree Program and other special events; and performs other duties as assigned.

QUALIFICATIONS AND GUIDELINES Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a bachelor's degree from an accredited college or university with major in social work, sociology, public administration or a related field, **and** three (3) years progressively responsible public sector professional administrative experience. Proof of degree required at time of hire. Depending upon assignment, possession of or ability to obtain a valid California driver's license and a satisfactory driving record may be required.

Knowledge of: the principles of research, statistical analysis, and report preparation; organization and functions of the assigned municipal department and municipal government overall; principles of accounting and auditing; human services and social work; methods and procedures of budget preparation; computer applications in administrative functions; general office procedures. **Ability to:** perform specialized administrative tasks; conduct research, perform analysis, and prepare and present reports of findings; work independently; interpret and apply related laws, ordinances, and policies; establish and maintain cooperative working relationships; communicate effectively both orally and in writing.

SPECIAL INFORMATION This position is not eligible for overtime. See Professional Leave details listed on the reverse side of this announcement.

SELECTION PROCESS Applications are available through the Department of Human Resources, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, or may be downloaded at www.norwalkca.gov. Completed applications must be returned by the time indicated on the last day to file. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Candidates with qualifications and experience that best relate to the position will be invited to participate in the selection process. Possession of the minimum qualifications **does not** ensure an interview. The selection process will include an interview and other testing processes designed to predict successful job performance.

Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled examination/interview date. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Norwalk, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in its employment actions, policies, procedures or practices. 13-21FG/CE